

## Tips for Creating or Updating Your Profile in NVAPPS & Leaving State Service

When you leave State service your NEATS account that you currently use for timesheets and various other functions will be closed. For this reason, anytime you leave State service, you may wish to save or print information from your NEATS account, such as transcripts, pay advices and your applicant profile.

If you intend to complete reemployment information and be placed on reemployment lists you will also need to complete a profile using NVAPPS or NEATS. It would be advisable to create or update your profile using an external NVAPPS account, as you will have access to this following separation (this will be a different login from your State employee NEATS account).

If you started with the State in more recent years, you may already have an external profile (NVAPPS) from your initial application. If you cannot remember your login or password for that account there are recovery options, so long as you still have access to the email address linked to that account; the IFS helpdesk will also help with account recovery. However, if you have been with the State for some years, your initial application was probably submitted hard copy and, in this case, you would need to create a new profile using NVAPPS.

It is important to note, whether you are completing your profile on NEATS or NVAPPS, the system will log you out after short period of time during a period of inactivity; typing is considered inactivity. It is highly recommended that you save your work frequently (e.g. every 15 minutes).

### Useful Links and Contacts:

Department of Personnel website:

<http://dop.nv.gov/>

State of Nevada Job/Recruitment home page with link to NVAPPS:

<http://dop.nv.gov/fshome.html>

IFS Help Desk: (775) 687-9099 or toll-free at (866) NVNEATS